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THE NORMAL
REVIEW SYSTEM

OF
Writing

Vertical Copies

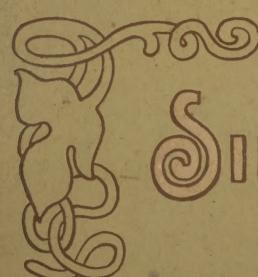
NAME

BY D.H. FARLEY & W.B. GUNNISON.

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18333-2

BUSINESS FORMS.

Essentials: Accuracy, Clearness, Conciseness, Neatness.

While it is necessary for but few to be fully acquainted with the details of conducting a large business, it is conceded to be of the utmost importance that the ordinary and simple forms of business procedure should be clearly understood by all.

The aim of this book is to give only such forms as are commonly used in every-day life.

In the study and writing of business forms the following should be kept constantly in mind:

1st. All statements should be clear and concise. Unnecessary or ambiguous words or expressions should be studiously avoided.

2d. All statements should follow, substantially, the forms established by the best business usage.

These forms should be studied with great care, attention being given to arrangement, spelling, punctuation, and the use of capital letters, and the reason for each detail should be examined and fully explained.

3d. Facility and accuracy in the use of business forms can be acquired only by continued practice. After the form has been studied and copied, the pupil should be required to reproduce it almost daily, on blank paper, using independent data furnished by the teacher.

4th. The penmanship should be perfectly distinct, and free from flourishes.

The forms used in business are so well established that business men make very large use of printed blanks. The use of these blanks should be carefully studied, and practice given in filling them out, but the pupil should know so clearly the exact form required as to be independent of them.

The following are the most important business forms given as models in this book:

Bill.—A bill (pages 1, 2 and 3) is a written statement of goods sold or delivered, services rendered or work done, with the price or value of each item annexed.

Receipt.—A receipt (pages 4 and 5) is an acknowledgment in writing of the taking of money or goods. A receipt *on account* shows that the money received is to be applied on an unsettled account. A receipt *in full* acknowledges the payment of all indebtedness.

Promissory Note.—A promissory note (pages 6 and 7) is a written promise for the payment of money.

Stub (pages 5, 7, 11, and 14).—When printed forms are used, they are usually bound in the form of a book. The blanks are so made that, by means of perforated lines, they can be torn out when filled, leaving the end or *stub* firmly bound in the book. This is used as a memorandum, and should contain the essential matters which have been written in the blank form.

Endorsements (pages 8 and 12).—The peculiar feature of business paper is its negotiability. It is usually negotiated, or transferred, from one to another by endorsement. Endorsements should be written on the back of the paper, about one-third the distance from the end, and *always* in the direction indicated by the models. A familiarity with the full force and meaning of the different endorsements should be insisted upon.

Bills of Exchange.—Bills of exchange (page 9) are drafts directing the payment of money in a foreign country. They are *usually* issued in sets of three for greater security, though in some states only two are issued, except by special request of the purchaser. Where only two are issued, one is sent abroad and the other is held as a receipt.

Check.—A check (pages 10 and 11) is a written order for the payment of money on demand, drawn on a bank by a depositor.

Sight Draft.—A sight draft (pages 13 and 14) is an order directing the payment of money on demand or *at sight*.

Due Bill.—A due bill (page 15) is a written acknowledgment of a debt.

Business Letter.—A business letter (pages 16–20) should be clear, concise, formal, and free from everything of a personal character.

Superscription of an Envelope.—The superscription of an envelope (page 22) should always commence on a line equally distant from the top and the bottom of the envelope, or one space below this. In writing a card the same rule should be observed.

Personal Cash Account.—A personal cash account is a record of money received and paid by a person. The importance of this should be especially explained, and pupils should be urged to make a practical application by keeping a record of their own receipts and expenditures, however small these may be.

Sowell, Mass., Jan. 17, 1895.

Messrs. Silver, Burdett & Co.,
110-112 Boylston St. Boston.

Gentlemen:-

I enclose money order
for \$1.50, for which please send me, post-
paid, "American Writers of To-day," by
Henry C. Vedder.

Respectfully yours,

(Miss) Gertrude Owens.

WALTER ELWOOD MUSEUM
300 GIV PARK AVENUE
AMSTERDAM, NEW YORK 12010

A Merry Christmas.

Mrs. George Russell

515 Hennepin Ave.

515 Hennepin Ave.,
Minneapolis, Dec. 21, 1895.

Silver, Burdett & Co.,
262 & 264 Wabash Ave.,
Chicago.

Dear Sirs:— Please send with my card
a copy of Holiday Edition, Gen. Carrington's
"Beacon Sights of Patriotism" to John
A. Dix, Jr., Orange, N. J.

I enclose my check for \$1.25.

Yours truly,

Mary E. Russell.

Minneapolis, Dec. 21, 1895. No. 19

Students' Banking Co.

Pay to the order of Silver, Burdett & Co., \$1.25.

One and $\frac{25}{100}$ Dollars.

Mary E. Russell.

Mrs. George Russell

515 Hennepin Ave.



Minneapolis, _____ 189 .

No. _____

Students' Banking Co.

Pay to the order of _____

\$ _____

Dollars.

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BOY WANTED.

A boy about 14, to make himself generally useful in a business office. Apply by letter only, in own handwriting, giving city reference.

Robt. W. Mason,
202 Broadway.

14 West 125th St.,
New York, Nov. 4, 1895.

Robt. W. Mason, Esq.,
202 Broadway.

Dear Sir:- I have read your advertisement in this morning's "World" and would like to be considered an applicant for the position.

I am fourteen years of age, and am a graduate of school No. 19. Prof. V. S. Upham, 1400 Ninth Ave., was my teacher, to whom I refer you for information as to character and ability.

Respectfully,
Almon Yates.

390 West 23 d. Street,
New York, Nov. 14, 1895.

James K. Lincoln, Esq.,
240 Dearborn St.,
Chicago.

Dear Sir:— Permit me to introduce to you, by this letter, the bearer, Mr. Wm. R. Henderson, who is about to visit Chicago for the purpose of examining its system of public parks.

Mr. Henderson is a man of large experience in landscape gardening, and has a recognized business and social standing in this city.

Any assistance you may be able to render him in the work he has in hand, will be fully appreciated by him and by

Yours very truly,
Wm. A. Brewer.

Utica, N. Y., Mar. 11, 1894.

Geo. R. Simmons & Co.,

Detroit, Mich.

Dear Sirs:— Mr. Henry E. Tams, the bearer of this letter, is about to move to your city, where he hopes to secure a position as a book-keeper with some wholesale house.

Mr. Tams has been in our employ for over five years and I can unreservedly recommend him as a young man of strict integrity, of superior ability, and in every way worthy of confidence.

If you will kindly assist him, you will confer a personal favor on all the members of this firm.

Yours truly,

Royal B. Porter.

Porter, Wilson & Co.

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WALTER ELWOOD MUSEUM
800 CITY PARK AVENUE
AMSTERDAM, NEW YORK 12010



Miss Lane requests
Prof. Goodwin kindly to
excuse her from the
music lesson on Friday,
as she wishes to attend
the Symphony Concert.

34 Newbury St.,
Monday, Dec. 15.



Informal invitation.

Dear Charles,

Can you come
and dine with us tomorrow?
I have something for you.

Henry,

Monday, Nov. 12.

Declining invitation.

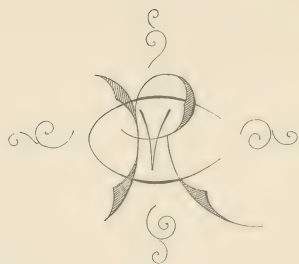
Dear Henry,

I am very sorry
I cannot be with you, as
I leave the city this after-
noon on a visit to my
cousin in Chicago.

Chas. J. Adams,

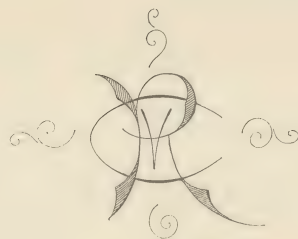
Monday, Nov. 12.

Invitation.



Mr. and Mrs. C. V. Rue
request the pleasure of
Mr. and Mrs. Wm. Chase's
company next Thursday
evening at eight o'clock.

37 Ashley Place.,
May Fourth.



Answer Declining Invitation.

Mr. and Mrs. Wm. Chase
sincerely regret that a
previous engagement must
deprive them of the pleas-
ure of accepting Mr. and
Mrs. C. V. Rue's polite invi-
tation for Thursday even-
ing.

212 Hanover St.,

May Sixth.

Invitation to Dinner.

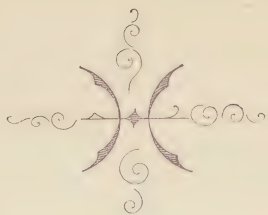


Mr. and Mrs. James G.
Brown request the honor
of Mr. Stanley Harrison's
company at dinner on
Wednesday evening, Novem-
ber the sixteenth, at seven
o'clock.

124 Putnam Ave.

November 9.

Answer Accepting.



Mr. Stanley Harrison
accepts with pleasure
Mr. and Mrs. Jas. G. Brown's
invitation for dinner,
Wednesday evening, Novem-
ber the sixteenth, at seven
o'clock.

300 Wilson Ave.,
Tuesday, Nov. 10.

404 Clinton Ave.,

Nov. 4, '95.

Dear Miss Ely:-

Will you
kindly excuse my absence
from school, Wednesday
and Thursday, Nov. 1 and 2?

I went to the wedding
of a near relative.

Respectfully,

Mary V. Wise.

Approved,

Henry A. Wise.

Deposit Slip.

DEPOSITED BY

Annette H. Wheeler

IN THE

Students' National Bank.

Baltimore, May 9, 1896.

	DOLLARS	CENTS
Bills	102	00
Specie	214	31
Check	302	10
"	145	41
"	206	77
"	125	88
"	321	99
"	210	44
"	1134	50
	2763	40

DEPOSITED BY

IN THE

Students' National Bank.

Social and Family Letters.

Beginning.

St. Paul, Minn., Aug. 1, 1896.

My dear George:-

Your welcome letter-

Ending.

Your cousin,

Henry.

Beginning.

Eau Claire, Wis., Feb. 2, 1895.

Dear Friend:-

Since seeing you, I have-

Ending.

Yours very sincerely,

Harriet McLaughlin.

Beginning.

515 East State St.,

Trenton, N. J., Nov. 6, 1895.

Dear Mamma:-

I take this, my first-

Ending.

Your affectionate son,

Vern Zimmerman.

Norwich, Conn.,

March 14, 1895.

My dear Cousin:—

Your kind letter of the 9th inst. was a welcome surprise. I did not expect to hear from you so soon, for I know how busy you are with your school duties.

I enjoyed my vacation very much and returned home greatly improved in health.

My duties require all my time and strength, but I am trying to do every thing to make myself useful to my employer. I have found that the boy who is faithful, willing, and honest, will have little trouble about advancement.

With best wishes, I am,

Your Cousin, James.

WALTER BLANCHARD
300 CITY AVE. SUF-01
AMSTERDAM, NEW YORK 12012



Chicago, Nov. 4, 1895.

Edward H. Raines, Esq.,

Hotel Vendome,

My dear Raines:-

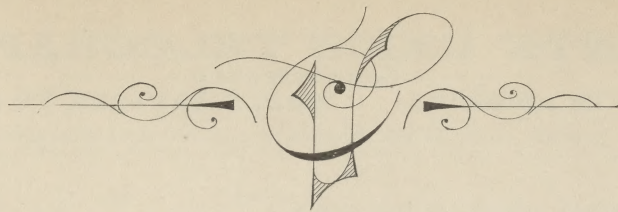
I enclose a card for the University Club, which I trust you will use freely, while you are in the city.

Many of your old college friends are members, and will be pleased to meet you.

Yours sincerely,

Henry K. Green.

At the request of
Henry K. Green,
the House Committee
of the
University Club
has the honor to extend to
Edward H. Raines, Esq.,
the privilege of the Club House.
John L. Hope,
Chicago, Nov. 5, 1895. Secy.



At the request of
 the House Committee
 of the
 University Club
 has the honor to extend to
 the privilege of the Club House.
 John L. Hope,
 Secy.
 Chicago. — 189.

No. 2.

THE STUDENTS' UNION TELEGRAPH COMPANY.

INCORPORATED
21,000 OFFICES IN AMERICA. CABLE SERVICE TO ALL THE WORLD.

CHAS. T. ECKLES, President and General Manager.

SEND the following message subject to the terms
on back hereof, which are hereby agreed to.

Troy, N.Y., Aug. 24, 1895.

To Robt. E. Russell, Esq.,

313 State Street,

Chicago

Shall	call	Thursday	evening	at
eight	o'clock	and	submit	plans.
		Nathan V. Upham.		

READ THE NOTICE AND AGREEMENT ON BACK.

No. 2.

THE STUDENTS' UNION TELEGRAPH COMPANY.

INCORPORATED
21,000 OFFICES IN AMERICA. CABLE SERVICE TO ALL THE WORLD.

CHAS. T. ECKLES, President and General Manager.

SEND the following message subject to the terms
on back hereof, which are hereby agreed to.

To

READ THE NOTICE AND AGREEMENT ON BACK.



The Normal Review System of Writing.

PROGRESSIVE, SCIENTIFIC, PRACTICAL, EDUCATIONAL.

This system is the only one which recognizes the need of constant and systematic *Review*, and gives due prominence to the *Capital Letters* and to the figures of the *Arabic Notation*. It gives special attention to statements of *Historical* and *Scientific Facts*, and develops the writing of *Full Pages* of connected sentences.

SLANTING COPIES.

Regular Course, 7 Numbers; Short Course, 4 Numbers; Tracing Course, 2 Numbers; Movement Course, 2 Numbers.
Business Forms, 1 Number.

REGULAR COURSE.—No. 1. Contains a graded presentation of the small letters, singly and in words, with the figures of the Arabic notation, and common signs and abbreviations.—No. 11. Contains words, with all the small and capital letters.—No. 2. Contains, in addition, capital letters, proper names, and short phrases and sentences.—No. 3. Repeats the capital letters and gives longer sentences.—No. 4. Contains full-line copies of important dates and events in American history.—No. 41. Contains in three-line copies important extracts from the Constitution of the United States.—No. 5. Contains a list of the Presidents of the United States and a selection from Longfellow's poem, "The Builders," in copies, to develop the writing of full pages of connected sentences.

SHORT COURSE.—No. 1. Contains, with the figures of the Arabic notation, all the small letters singly and in words.—No. 2.

Contains full pages of graded examples in Addition and Subtraction, all the capital letters, and Christian and Geographical names.—No. 3. Contains full pages of graded examples in Multiplication and Division, capital letters, common abbreviations, and short sentences.—No. 4. Contains full pages reviewing the rules of arithmetic; also simple statements of important scientific facts.

TRACING COURSE.—Nos. 1 and 2. Identical with Nos. 1 and 2 of the Short Course; to be used as a preparation for the latter books.

MOVEMENT COURSE.—Nos. 1 and 2. Contain free exercises, covering all the forms of capitals, small letters, and figures.

BUSINESS FORMS.—Contains all the principal forms used in business.

VERTICAL COPIES.

Regular Course, 10 Numbers; Short Course, 6 Numbers; Tracing Course, 2 Numbers; Movement Course, 2 Numbers;
Business and Social Forms, 2 Numbers.

REGULAR COURSE.—No. 1. Contains all the small letters singly and in words, and the figures of the Arabic notation.—No. 2. Contains full-page examples in Addition and Subtraction, small and capital letters in words.—No. 3. Contains, besides the letters, full-page examples in Multiplication.—No. 4. Contains examples in Division, days of the week, months, etc.—No. 5. Contains two common phrases in each line, with combinations of the figures of the Arabic notation.—No. 6. Contains a geographical name, and a maxim occupying about two-thirds of the line.—No. 7. Contains full-line copies, each a statement of a scientific fact.—No. 8. Contains full-line copies, each a statement of a geographical fact.—No. 9. Contains statements of important events in the history of the

United States.—No. 10. Contains, in three-line copies, important extracts from the Constitution of the United States.

SHORT COURSE. Identical in copy and plan with the first six books of the Regular Course. Especially suited to the lower grades.

TRACING COURSE.—Nos. 1 and 2. Identical with Nos. 1 and 2 of the Regular Course; intended as a preparation for these.

MOVEMENT COURSE.—Nos. 1 and 2. Simple exercises covering all the forms of the small and capital letters.

BUSINESS AND SOCIAL FORMS.—Nos. 1 and 2. Contain all the common forms used in business and social correspondence.



SILVER BURDETT & COMPANY

BOSTON · NEW YORK & CHICAGO